

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Senior Cook

Safeguarding and Wellbeing, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



**West
Northamptonshire
Council**

Purpose and impact:

To be responsible for the efficient operation of the kitchen and the delivery of regular cooked and cold meals for elderly people cared for in a residential home.

Accountable to:

This role is accountable to the Team Manager.

Responsibilities:

1. Be responsible for the day to day preparation and cooking of meals for elderly people in a 24 hour residential care setting and who are provided with three meals daily. Allocate work to other kitchen staff, supervise and control the preparation and cooking of meals to ensure that quality and quantity meet the needs of the residents and food is delivered in an appealing and timely manner.
2. Be responsible for ensuring that Health and Safety standards are met in the kitchen and undertake risk assessments. Ensure the correct and economical use of materials and equipment. Report any mechanical defects or need for repairs and any shortfalls in health and safety to the appropriate manager for action.
3. Manage an annual budget for food and kitchen resources in a cost effective and efficient manner that meets the needs of the care home and residents and follows relevant WNC policies and procedures.
4. Identify and project the demand and manage the supply of adequate stores to meet the needs of the home within a given budget to ensure residents have a healthy and balanced diet.
5. Liaise with suppliers to order and receive goods and investigate any discrepancies in terms of goods received or cost involved for effective audit.
6. Ensure that residents do not enter the kitchen area unless authorised to do so and take measures to safeguard them from risk of harm through supervision or other available safety measures.
7. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, for example infection control, and to comply with the policies and procedures relating to Health and Safety within WNC.
8. Carry out any other duties which fall within the broad scope and purpose of this job description and which are commensurate with the grade of the post.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to lead and supervise a small kitchen team	Essential	A, I
Good organisational skills, ability to manage own time and work to deadlines	Essential	A, I
Ability to plan menus with the ability to understand and cater for different dietary requirements and special needs	Essential	A, I
Ability to recognise demand and organise supply of food within strict budget guidelines	Essential	A, I
Ability to record and submit invoices and orders, managing a small budget	Essential	A, I
Physically fit to be able to work in a kitchen environment and spend long periods standing	Essential	A, I
Ability to comply within health and safety guidelines, statutory and council regulations, guidelines, policies and procedures	Essential	A, I
Ability to demonstrate awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
An awareness of Health and Safety practices and procedures (including Food Hygiene regulations)	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Previous experience in a catering environment and possess a range of catering skills	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Food Hygiene certificate such as City and Guilds Cookery for the hotel trade	Essential	A, I, D
Achieved a basic level of education with literacy and numeracy skills	Essential	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include: Enhanced Disclosure and Barring Service check

Day-to-day in the role:

Hours:		Primary work base:	
Job family band:	Operations and Infrastructure Band 02	Worker type:	Fixed
Salary range:		Budget responsibility:	None
People management responsibility:	None		

Working conditions & how we work:

Involves supporting customers at meal times, Weekend working ,Menu planning and leading a kitchen team. The role requires flexibility with shifts and some shifts covering the teatime period. This role is at a fixed place of work/building.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

